

The Tennessee Correction Academy

The Tennessee Correction Academy is proud to provide the following training opportunities. The 2008-2009 Training Year provides a great number of specialty programs as well as standard pre-service and in-service opportunities for the Department of Correction and Department of Children's Services personnel. If you have any questions about our programs, please call (931) 461-7686 for further information.

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Tennessee Correction Academy

Our Mission, Our Vision, Our Goals

Mission Statement

To ensure state-of-the-art training to all employees whom we have the opportunity to serve.

Vision Statement

The Tennessee Correction Academy, through a focus on professional service, will set the example for excellence in the delivery of criminal justice training.

Values

- Implementing a targeted training system
- Operating in a quality training environment
 - Making training a leading priority

Pre-Service Training for TDOC – FY 2008-2009

Class #	Begin/End Date of Correctional Officers	Begin/End Date for Non-Security for TDOC
501	July 14- August 22	July 21- August 1
502	August 4 – September 12	August 11-22
503	August 25 – October 3	September 2-12
504	September 15 – October 24	September 22- October 3
505	October 6 – November 13	October 13-24
506	October 27 – December 12	November 3-13
507	December 1 – January 23	December 8-19
508	January 5 – February 13	January 12-23
509	January 26 – March 6	February 2-13
510	February 16 – March 27	February 24 – March 6
511	March 9 – April 17	March 16-27
512	March 30 – May 8	April 6-17
513	April 20 – May 29	April 27 – May 8
514	May 11 – June 19	May 18-29
515	June 1 – July 10	June 8-19
516	June 22 – July 31	

Pre-Service Training for TDCS – FY 2008-2009

Class #	Begin/End Date of TDCS Personnel
501	July 14- August 22
502	August 4 – September 12
503	August 25 – October 3
504	September 15 – October 24
505	October 6 – November 13
506	October 27 – December 12
507	December 1 – January 23
508	January 5 – February 13
509	January 26 – March 6
510	February 16 – March 27
511	March 9 – April 17
512	March 30 – May 8
513	April 20 – May 29
514	May 11 – June 19
515	June 1 – July 10
516	June 22 – July 31

CORE TRAINING

2008-2009 Training Year Course Schedule

Common Core

These two-day, sixteen (16) hour programs are delivered locally for TDOC staff who do not attend 32 hours of training at the Academy.

Common Core 2008-2009
<ul style="list-style-type: none">• Defusing Conflict• Managing Your Health• Re-Directing the Seasoned Employee• Professional Boundaries• Inmate Mental Health Issues• TDOC Policy Update• Character Counts• Profiling the Manipulative Offenders• Recognizing Hidden Dangers

“Air Course Academy”

As part of their continuing service to the facilities, the Academy will resume broadcasting special In-service Adult Security courses to the Northeast Correctional Facility. This year the Academy will train the entire security staff at Northeast via broadcast.

The Academy will continue to provide numerous training opportunities to the field through its distance learning training program. Nicknamed the “*Air Course Academy*”, this program allows a highly cost-effective means of providing training for specifically targeted employee groups. Training schedules will be made available through local Training Specialists and will be published on the Academy website.

There are essentially two forms of programming anticipated for the delivery of training. Either Point-to-Point, or Multi-Point, hookups are available and are described below.

Single Site, or *Point-to-Point*, programming from the Academy to a single receiving location is absolutely *free* and requires only the simple mechanism of individual scheduling for one time occurrences – or rotational scheduling, if repetitive system-wide coverage is desired. It uses and co-exists on the Department’s existing network with no connecting charge incurred for either of the two participating locations.

Examples:

- ⇒ Single-site reception of a **live** satellite downlink from the Academy
- ⇒ Single-site reception of pre-recorded material from the Academy (satellite rebroadcasts, previously conducted training sessions, training videos, etc.)
- ⇒ Single-site live interactive programming from the Academy

Multiple Site, or *Multi-Point*, programming from the Academy to several simultaneously receiving locations requires external hardware resources from the Office of Information Resources (OIR) and involves an hourly charge for all participants. Connecting charges of \$25.00 per hour per site are incurred. For instance, a Multi-Point session including the **Academy**, West Region’s **WTSP**, Middle Region’s **DSNF**, and East Region’s **NECX**, would cost \$100.00 per hour.

Examples:

- ⇒ Simultaneous system-wide time or event-critical meetings or conferences
- ⇒ Simultaneous system-wide time or event-critical training for specific employee categories

TITLE	ORG	DATE	TIME	
What Works and What Doesn't	NIC	1996, June, 12	120	DVD
Restorative Justice	NIC	1996, December, 12	120	
Has the Juvenile Court Outlived it's Usefulness	OJJDP	1996, December, 13	105	DVD
Youth Gangs in America	DOJ	1997, March, 21	120	
Leadership Challenges in Juvenile Corrections and Detention	DOJ	1997, May, 29	120	
Juvenile Offenders and Drug Treatment: Promising Approaches	OJJDP	1997, December, 05	120	DVD
Managing Youthful Offenders in Adult Institutions	NIC	1998, January, 14	120	DVD
Comprehensive Juvenile Justice in State Legislatures	OJJDP	1998, February, 24	90	DVD
Crime and Punishment: The Prison of the Future Night Line	ABC	1998, March, 26-27	90	
Gangs, Corrections and the Community	NIC	1998, May, 10	120	DVD
Psychopaths: Their Nature and Impact on Corrections	NIC	1998, August, 05	120	
Cognitive Approaches to Offender Behavior	NIC	1998, September, 16	120	
Risk Factors for Successful Interventions for Serious and Violent Offenders	OJJDP	1998, September, 17	120	DVD
What About Girls? Females and the Juvenile Justice System	OJJDP	1999, May, 24	120	DVD
Correctional Strategies in Gang Management	NIC	2000, June, 19	120	
Mental Health Issues and Juvenile Justice	OJJDP	2001, April, 19	120	DVD
Lockup: Women Inside Valley State	MSNBC	2001, April, 26	56	DVD
Options for Managing Difficult Inmates	NIC	2001, June, 13	120	DVD
Addressing Staff Sexual Misconduct	NIC	2001, December, 12	120	DVD
A Collaborative Approach to Staff Recruitment and Retention	NIC	2002, August, 28	180	DVD
Transition from Prison to the Community	NIC	2003, February, 12	180	DVD
Institutional Culture	NIC	2003, July 23	180	DVD
Building Employee Success With an Effective Field Training Officer Program	NIC	2003	180	DVD
Correctional Staff Wellness	NIC	2004, June, 16	180	DVD

How the Prison Rape Elimination Act Affects You, Phase 1	NIC	2004, July, 21	180	DVD
Classification of High Risk Offenders	NIC	2004, September, 01	180	DVD
Prison Rape Elimination Act Affects You, Phase 2	NIC	2005, January, 26	180	DVD
Correctional Leadership	NIC	2005, March, 02	180	DVD
The Triply Diagnosed Patient: HIV, Mental Health & Substance Abuse	NIC	2005, March, September	180	DVD
Community Supervision: Using Strength-Based Family-Focused Approach	NIC	2005, March, 16	180	DVD
Strategies for Building Effective Work Teams	NIC	2005, June 14-15	720	3 DVD
Addiction Severity Index			130	DVD
Future Force: Building a 21st Century Community Corrections Workforce	NIC	2005, August 3	180	DVD
Drug-Drug Interactions & Metabolic Complications of HIV Infection	Albany	2005, October 26	120	DVD
ADA in Corrections	NIC	2005, February 15	180	DVD
Making The Media Work for You	NIC	2006, May 3	180	DVD
Riverbend Max	MSNBC		43	DVD
Keepers: The Other Inmate	A&E		45	DVD

LEAD Program

The current iteration of LEAD is patterned on the model of the National Institute of Corrections' (NIC) Management Development for the Future (MDF) program. TDOC was fortunate to be selected for this three-phase training. Facilitators from NIC provided training to the original participants for three weeks over an 18-month period. Team collaborated over that time frame to bring important projects to fruition for the department.

Following the completion of the MDF program, an advisory board was selected from the graduates and has been instrumental in bringing this new program to the department. They chose the acronym LEAD to reflect the direction of this management-training program.

TDOC wants to develop leaders. TDOC wants to meet the challenges of the future, which include meeting complicated and ever-changing challenges and replacing an aging work force.

LEAD is open to TDOC employees at every facility, central office, and the Tennessee Correction Academy. LEAD is a high-powered program that will demand your effort, commitment, and attention. It is for people who want to make a difference and who can lead change and improvement by first changing themselves.

LEAD participants will gain immeasurably and will help move TDOC forward in its succession planning initiative.

Tennessee Department of Correction Pre-Service Category Listing

Course Code	Course Title	Hours	Who Attends
AS	Adult Security	240	New hires into all security ranks (Correctional Officers through Unit Managers). Rehires if gone more than one (1) year from TDOC.
AC	Adult Counselors	80	New hires into counselor through counselor manager positions. Rehires if gone more than two (2) years from TDOC and have not been through the two-week pre-service program.
AT	Adult Treatment	80	New hires or rehires if gone more than two (2) years or have not been through the two-week pre-service course. Psychological/Psychiatric positions/Chaplains/Medical/Dental/Vocational Instructors/Teachers/Recreation Specialists/Assistants, Volunteer Coordinator.
AA	Adult Auxiliary	80	All Auxiliary new hires who, due to their duties, will have frequent inmate contact.
AA	Adult Auxiliary	40	All Auxiliary new hires whose duties rarely involve inmate contact.
AFS	Adult Food Stewards	80	Food Service positions requiring two weeks: Food Service Workers, Food Service Managers/Assistant Managers

Tennessee Department of Correction In-Service Courses FY 2008-2009

Code	Course Title	Offerings	Class Size	Hours	Who Attends
AS	Adult Security	(36) Weekly except when Corporals Attend	72	32	Correctional Officer; Clerical Officer
AS/C	Adult Corporals	(12)	32	32	Correctional Corporals; Correctional Treatment Technician; Supervisor
ATO	Adult Transportation Officers	(6) July 14-18 Aug. 4-8 Aug. 25-29 Sept. 15-19 Oct. 6-10 Oct. 27-31		32	

CCN	Correctional Counselors/ IRC's	(9) Sept. 3-5 Sept. 24-26 Nov. 5-7 Jan. 14-16 Feb. 25-27 March 18-20 April 29-May 1 May 27-29 June 24-26		16	Wednesday at 1:00 – Friday Noon
CH	Chaplains	(1) April 26-28		16	Chaplains
CM	Correctional Managers	(11) Oct. 27-28 Nov. 10-11 Dec. 1-2 Jan. 12-13 Jan. 26-27 Feb. 24-25 April 6-7 April 20-21 May 11-12 May 26-27 June 22-23		16	Monday-Tuesday Security Positions – Sgts. and above Mid-Level and Senior Other Positions – Mgrs. of other departments

Tennessee Department of Children's Service Pre-Service Category Listing

Course Code	Course Title	Hours	Who Attends
CSO	Children's Services Officers	160	New hires into all security ranks (Children's Service Officers through Children's Service Managers). Rehires if more than one (1) year from TDCS or have not attended three-week pre-service program.
JT	Juvenile Treatment	40	New hires into classifications of counselor through counselor manager. Rehires if gone more than one (1) year from TDCS or have not been through two-week pre-service program. Psychological/Psychiatric positions, chaplains, medical/dental, teachers, vocational instructors, recreation specialists/assistants/Contract YSO's
JA	Juvenile Auxiliary	40	Auxiliary positions requiring one-week pre-service program are : Facility Managers, Supervisors, Building Maintenance Workers, Carpenters, Mechanics. Auxiliary positions requiring only one (1) week (40 hrs.) are: Boiler Operators, Treatment Plant Operators, Property Officers, Procurement Officers, Storekeepers, Food Service Managers/Assistant Managers, Food Service Workers, Store Clerks, Records Clerks, Fire Safety Managers.

Tennessee Department of Children's Services In-Service Courses FY 2008-2009

Code	Course Title	Offerings	Class Size	Hours	Who Attends
ATO-J	Transportation Officers for DCS	(3) Oct. 20-24 Feb. 2-6 June 8-12		40	Begins Monday at 8:00 a.m. – Friday noon.
CSM	Children's Services Managers	(3) Sept. 15-19 Dec. 8-12 March 2-6		32	All managers – Classes begin at 12:00 noon on Monday - 4:00 p.m. on Thursday.
CSO	Children's Services Officers	(13) July 28-Aug. 1 Aug. 11-15 Sept. 8-12 Sept. 22-26 Nov. 17-21 Dec. 1-5 Jan. 5-9 Feb. 16-20 March 9-13 March 30-April 3 April 20-24 May 11-15 June 15-19		32	Youth Service Officers; Community Residential Security 12:00 noon Monday – 4:00 p.m. on Thursday

Code	Course Title	Offerings	Class Size	Hours	Who Attends
RCM	Residential Case Managers	(3) Sept. 29-Oct. 3 Dec. 15-19 Jan 26-30		32	Juvenile Classification Counselors; Counselors 12:00 noon on Monday – 4:00 p.m. on Thursday If it is a holiday week – the class will begin 12:00 noon On Tuesday.
SC-R	Safe Crisis Re-Certification	(1) Aug. 21-22		12	Begins on Thursday at 8:00 a.m. and ends on Friday at noon.
TDT	Training Design Teams	(1) Dec. 8-9		16	As designated

Tennessee Correction Academy Specialized Training Schools

FY 2008-2009

These programs are designed for those staff assigned to special activities. Other specialty courses target topics of interest for the corrections professional desiring to enhance information or skills. Please Note: Unless specifically indicated, scheduled programs begin at 8:00 a.m. on the date(s) listed

Code	Course Title	Offerings	Class Size	Hours	Who Attends
CBT	CERT Basic Training	(2) Oct. 13-17 March 16-27	30	80	
CISM	Critical Incident Stress Management	Individual(1) Group (1)		13	Individual – Class 639 Group – Class 643
CT-C	CERT Team Commanders	July 29-31		24	
CTT	CORE Train the Trainers	(1) Aug. 4-5	TBA	16	For institutional personnel assigned to deliver CORE training modules (8 hour Presentation Skills for New Trainers will be added - if required).
DBT	Disciplinary Board Training	(1) May 20-22		20	Wed. 8:00 – Friday noon – As designated
FI	Firearms Instructor Training.	(1) Sept. 29-Oct. 3		40	As designated

Code	Course Title	Offerings	Class Size	Hours	Who Attends
GCT	Glock Certification Training	(1) April 13-17		32	
HN	Hostage Negotiators Training	(1) March 9-13		40	
HNU	Hostage Negotiators Update (Scenarios)	(2) Nov. 3-5 June 8-10	15	16	Begins Monday at 12:00 noon and ends Wednesday at noon.
IFTO	Institutional/ Field Training Officer Update	(1) Sept. 4-5		16	As Designated – Begins Thurs. 1:00 – Friday noon
NST	New Supervisor's Training	(5) Aug. 11-15 Oct. 13-17 Dec. 15-19 Feb. 9-13 May 4-8	30	40	Required training for all newly appointed supervisors
RRA	Radio Repair Advanced	(1) June 15-17		20	Monday-Wednesday Noon
RRB	Radio Repair Basic	(1) Nov. 17-19		20	Monday-Wednesday Noon
SAN	Sanitation Training	(1) May 7		2/8	New inspectors – 8 hrs. Update -2.0 hrs. Thursday 8:00 a.m. – 5:00 p.m.

Code	Course Title	Offerings	Class Size	Hours	Who Attends
TDT	Training Design Teams	(1) Dec. 8-9		16	As designated.

ADULT CPR

3.0 Hours

COURSE RATIONALE & DESCRIPTION

The course is the Adult CPR component. This course is designed to prepare participants to respond to emergency situations by utilizing video and skill demonstrations as well as class discussion. The contents of each unit include:

(1) Definitions, (2) causes, (3) signs, (4) symptoms, and (5) First Aid care for emergency situations. The course will culminate with a post test and participants who successfully complete all components will be issued American Red Cross Adult CPR Certification Cards.

COURSE OBJECTIVES

- ◆ Demonstrate the techniques required in performing CPR.
- ◆ Complete a written test on CPR with a minimum score of 80%.

TDOC POLICY

110.05

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

CHEMICAL AGENTS

1.0 Hour

COURSE RATIONALE & DESCRIPTION

When it becomes necessary for correctional staff to use force against an inmate, the Tennessee Department of Correction provides approved options for the application of that force. One of these approved options is the appropriate use of chemical agents to subdue an inmate. Through the use of lecture and video, a certified instructor will review Departmental Policy 506.07.1 "Use of Chemical Agents" and cover the proper use, handling and delivery applications of aerosol oleoresin capsicum or "pepper spray". First-Aid procedures for those exposed to oleoresin capsicum will be discussed. The correct application of the standard issue aerosol delivery canister will be demonstrated by the instructor using inert agent on a "B-27" silhouette target, with each participant required to give a return demonstration.

COURSE OBJECTIVES

Upon completion of this class, participant will be able to:

- ◆ Demonstrate understanding of the Departmental policy constraints for use of oleoresin capsicum by achieving a minimum score of 80% on a written examination covering the material addressed in the course.
- ◆ Demonstrate the ability to properly use aerosol chemical agents.

TDOC POLICIES:

110.01

506.07

506.07.1

ACA STANDARDS:

1-CTA-3A-14

1-CTA-3A-21

FIREARMS QUALIFICATION

4.0 Hours

COURSE RATIONALE & DESCRIPTION

The Tennessee Department of Correction requires all security staff to qualify annually with the Mini-14 Rifle, .38 caliber Revolver, and the 12 gauge Shotgun. During this live -fire component of annual firearms training, certified firearms instructors will supervise participants as they are engaged in both practice and qualification courses of fire. In addition to record-fire qualification, participants will be monitored for adherence to firearms safety standards.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ◆ Demonstrate firearms proficiency with the standard-issue 38 caliber revolver, by attaining a minimum acceptable annual qualification score of 200 (of 250) points under the direct supervision of a certified firearms instructor.
- ◆ Demonstrate firearms proficiency with the standard-issue .223 caliber rifle, by attaining a minimum acceptable annual qualification score of 80 (of 100) points under the direct supervision of a certified firearms instructor.
- ◆ Demonstrate firearms proficiency with the standard-issue 12 gauge shotgun, by attaining a minimum acceptable annual qualification score of 80 (of 100) points under the direct supervision of a certified firearms instructor.

TDOC POLICY

110.05; 110.06; 110.07;506.08;506.09

ACA STANDARD

1-CTA-3A-14
1-CTA-3A-21

THE DRUG FREE WORKPLACE

1.0 Hour

COURSE RATIONALE AND DESCRIPTION

The **Tennessee Department of Correction** has a **Drug Free Workplace** policy that has been in effect for some time and is committed to becoming a drug free workplace. During the past approximately two years employees have been informed of the specifics of this policy, consequences of non-adherence, and what to expect test-wise. The concentration for line employees in **safety-sensitive positions** has been on the administration of **Random Tests**.

This course will concentrate on the proper application of **Reasonable Suspicion Testing**, a procedure to which **all TDOC employees** are subject regardless of job position.

COURSE OBJECTIVES

Upon completion of this class, the participant will be able to:

- ◆ Identify the individuals (employees) responsible for determining reasonable suspicion.
- ◆ Name at least 5 of the criteria that may be utilized to establish the need for Reasonable Suspicion testing of an employee for alcohol and/or drugs.
- ◆ Identify the procedural steps for Reasonable Suspicion testing.
- ◆ Name the consequences of a positive drug screen and refusal to provide a sample for testing.

TDOC POLICY

110.01, 110.05, 302.12

ACA STANDARD

1-CTA-3A-14
1-CTA-3A-21

EDISON OVERVIEW

1.0 Hour

COURSE RATIONALE & DESCRIPTION

Why Edison? Why change?

One important reason to change is the vast number of un-integrated state systems. With more than 20 systems supporting payroll and HR and more than 50 supporting financial management of some type, we are working in a highly fragmented environment.

Fragmented technology leads to fragmented data that is hard to put back together again. We are also dealing with technology systems that are hard to use, quickly becoming obsolete, and almost impossible to modify for changing environments.

More than that, however, the implementation of Edison offers an opportunity to eliminate out-dated business processes in State government.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ◆ Identify at least 3 features of Edison.
- ◆ Identify at least 4 benefits of Edison.
- ◆ Identify at least 2 ways the individual employee will be affected by Edison.

TDOC POLICY

110.05

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

FIREARMS LAB

3.25 Hours

COURSE RATIONALE & DESCRIPTION

The Tennessee Department of Correction requires all security staff to qualify annually with the Mini-14 Rifle, .38 caliber Revolver, and the 12 gauge Shotgun. This course serves as a refresher for those staff who have been previously qualified. Through a series of lecture and demonstration, a certified firearms instructor will review the Department's policies on the "Use of Deadly Force", "Standard Firearms Qualification", and the safe and proper operation of each of the Department's standard-issue weapons. The instructor will review the components of marksmanship such as stance, grip, sight alignment, and trigger squeeze. Participants will demonstrate their knowledge of these firearms issues by attaining a minimum score of 75% on a written examination covering all of the information presented during the class.

COURSE OBJECTIVES

Upon completion of this class, the participant will demonstrate their knowledge concerning the use of firearms by attaining a minimum score of 75% on a written examination which covers:

- ◆ The Use of Deadly Force
- ◆ Standard Firearms Qualification
- ◆ Authorization to carry firearms
- ◆ Safety rules for proper handling of firearms
- ◆ Fundamentals of effective shooting
- ◆ Procedures for loading and unloading Department issued firearms

TDOC POLICY

110.05;110.06;506.07;506.08506.09

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

MANAGING WORKPLACE RELATIONSHIPS

1.5 Hours

COURSE DESCRIPTION

Many researchers throughout this century have studied the human personality, and much has been learned about personal preferences, or the ways in which different individuals face life's challenges. Most researchers agree that there are four basic "personalities" of human beings. By acquainting staff with this theory of personalities, it is believed that they can develop effective communication techniques for persons of different personalities.

This course will introduce the four basic personalities as colors (Gold, Blue, Green, and Orange) to class participants. Participants will first explore their own personality color, and will then see how other temperaments view the world around them.

COURSE OBJECTIVES

Upon completion of this class, the participant will be able to:

- ◆ Identify her/his personality color.
- ◆ Describe at least two (2) characteristics of each of the four personality colors.
- ◆ Explain ways in which personality affects the way a person completes assigned tasks.
- ◆ Identify at least three (3) strengths and three (3) weaknesses of their specific personality color.

TDOC POLICY:

110.05

ACA STANDARD:

1-CTA-3A-14 ; 1-CTA-2A-21

MANAGING YOUR HEALTH

1.0 Hour

COURSE RATIONALE & DESCRIPTION

There is overwhelming evidence that supports the facts that employees that are conscious about their health are happier and more productive in the workplace. The costs associated with employees that live sedentary or high risk lifestyles are astronomical, both to the employee, but the employer as well.

This course will provide the employee participant a fundamental approach to healthier lifestyle choices such as regular exercises that do not require expensive machines or equipment, healthy diet choices and alternatives, checking heart rate etc.

COURSE OBJECTIVES

Upon completion of this class, the participant will:

- ◆ Reviewed the six areas of managing health.
- ◆ Given a TESTWELL assessment instrument to evaluate their own health.
- ◆ Reviewed Wellness screenings and EAP benefits offered by TDOC.

TDOC POLICY

110.05

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

INMATE SEXUAL ASSAULT (PREA)

1 Hour

COURSE DESCRIPTION:

It is the policy of the TDOC to provide a safe, humane, and appropriately secure environment, free from the threat of sexual assault for all inmates, by maintaining a program of prevention, detection, response, investigation, and tracking of all alleged and substantiated sexual assaults. TDOC will have zero tolerance for incidences of sexual assault within its facilities.

As staff, you will handle many sensitive incidents, not the least of which will be sexual assault. This course will provide you with the tools needed for the detection, response, investigation and prevention of inmate-on-inmate sexual assault.

COURSE OBJECTIVES

Upon completion of this class, the participant will be able to:

- ◆ Examine facts related to inmate-on-inmate sexual assault.
- ◆ Discuss particular areas of concern related to inmate sexual assault.
- ◆ Review inmate terminology related to sexual assault.
- ◆ Recognize characteristics of potential inmate high-risk sexual predators (HRSPs).

TDOC POLICY

110.05

ACA STANDARDS

1-CTA-3A-14

1-CTA-3A-21

SECURITY THREAT GROUP UPDATE

2.0 Hours

COURSE RATIONALE & DESCRIPTION

With the ever growing dangers of security threat groups in our correctional facilities it is imperative that correctional staff maintain an equally growing knowledge of these groups and the threats that they pose. The ability of the correctional employee to correctly identify these threats as they present themselves is a must in order to combat the dangers that these groups present.

Employees must also be armed with the most current information regarding these groups as well as the policies that address them.

Through a series of lecture, group discussion, and a gameshow format, each participant will gain valuable insight on threat group identification techniques as well as the most current information available in our department regarding threat group activities and policy changes related to them.

COURSE OBJECTIVES

Upon completion of this course of instruction, each participant will:

- ◆ Correctly identify security threat group affiliations through photographs.
- ◆ Review updated departmental information regarding security threat groups.
- ◆ Identify updated policy information regarding security threat groups.

TDOC POLICY

110.05

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

TDOC POLICY UPDATE

2.0 Hours

COURSE RATIONALE AND DESCRIPTION

The Tennessee Department of Correction, as is the case with every corrections agency, insures standardized operations through the mechanism of organizational policies and procedures. Knowledge of, and adherence to, these policies and procedures by all of the Department's employees is essential to the safe, secure and efficient, operation of every institution. While it may be impossible to memorize the content of each and every policy, an important component of annual in-service training, is a review of newly-issued critical, high impact policies & procedures as well as any strategic changes in existing policy applications.

This course incorporates a competitive team play game format - testing participant policy knowledge to answer policy & procedure based questions. Correct and incorrect answers will be reviewed by the course instructor in guided group discussions, in order to reinforce participant comprehension and retention of the information presented.

COURSE OBJECTIVES

Upon completion of this class, the participant will be able to:

- ◆ Identify and discuss relevant contemporary policy and procedure issues that impact upon Department/Institution operation.

TDOC POLICY

110.05

ACA STANDARD

4-4084

DEVELOPING TEAM HARMONY

3.0 Hours

COURSE RATIONALE & DESCRIPTION

By its very nature, a supervisor is a "team leader". An effective supervisor must be armed with the knowledge and skills to utilize other people to accomplish common organizational goals and objectives.

This course allows the new supervisor to understand the importance of effective teams within an organization. It opens the process for recognizing characteristics and qualities of each individual and utilizing them to their maximum potential while emphasizing the positive effects and benefits of team work to the supervisor, the coworkers and the organization as a whole.

COURSE OBJECTIVES

Upon conclusion of this course we will have discussed:

- ◆ The personal dynamics that comprise a professional team.
- ◆ Seven steps to effective team building.
- ◆ How to manage your team for effectiveness.
- ◆ Obstacles that impede teamwork.
- ◆ Techniques for effectively utilizing your team.

TDOC POLICY

110.05

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

DEFUSING CONFLICT

1.0 Hour

COURSE RATIONALE & DESCRIPTION

Organization leaders are responsible for creating a work environment that enables people to thrive. If turf wars, disagreements and differences of opinion escalate into interpersonal conflict, you must intervene immediately. Not intervening is not an option if you value your organization and your positive culture. In conflict-ridden situations, your mediation skill and interventions are critical.

This course will provide the new supervisor with interaction skills that enable them to resolve issues in a non-biased approach considering the best interest of each party involved as well as the organization. Lecture and group discussion are used to facilitate this topic.

COURSE OBJECTIVES

Upon completion of this class, the participant will have:

- ◆ Identified who is affected by conflict.
- ◆ Identified the elements that comprise conflict.
- ◆ Identified the key steps to take when intervening in conflict.
- ◆ Identified ways to determine if the conflict has been successfully resolved.

TDOC POLICY

110.05

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

THE DRUG FREE WORKPLACE FOR SUPERVISORS

3.0 Hours

COURSE RATIONALE AND DESCRIPTION

The Tennessee Department of Correction has a Drug Free Workplace policy that has been in effect for some time and is committed to becoming a drug free workplace. The policy has been revised to include the testing of employees for drug and alcohol use. This revised policy takes effect November 1, 2006. Employees need to be informed of the specifics of this policy, consequences of non-adherence, and what to expect test-wise. Managers and supervisors need additional information delineating their role in establishing and maintaining a drug-free workplace.

COURSE OBJECTIVES

Upon completion of this class, the participant will be able to:

- ◆ Define a security-sensitive position.
- ◆ Name the circumstances under which an employee may be tested for alcohol and or drugs.
- ◆ Name the consequences of a positive drug screen and refusal to provide a sample for testing.
- ◆ List the expectations of the drug testing procedure.
- ◆ Define the management role in maintaining a drug free workplace.

TDOC POLICY

110.03, 302.12

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

E-TOMIS REFRESHER

2.5 Hours

COURSE RATIONALE AND DESCRIPTION

This course is designed to familiarize correctional employees with the **e-TOMIS** implementation of the older, 3270 version of TOMIS. While many employees still use the old system, it lacks many of the new and necessary features implemented in the newer version. In fact, some functions of the old system are being eliminated entirely and now exist only in the **e-TOMIS** version.

This course will include an explanation of the features of E-TOMIS and how to look up information (our current Basics class). The course will also cover e-TOMIS components on cell searches, inmate property, contact notes, and entry of an Incident/Disciplinary.

Since this is a learning and familiarization class for a rather large number of participants, all procedures shall be conducted in the training environment and in unison.

COURSE OBJECTIVES

Upon completion of this class, the participant will be able to:

- ◆ Utilize at least 3 of the unique features of e-TOMIS.
- ◆ Find inmate and staff information on e-TOMIS
- ◆ Enter a Cell Search Request and results.
- ◆ Enter a Contact Note.
- ◆ Enter an Incident and Disciplinary.

TDOC POLICY

110.05

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

WHAT'S YOUR STYLE

2.5 Hours

COURSE RATIONALE & DESCRIPTION

The essential difference between a "good" supervisor and a "bad" supervisor is the ability to interact with others and make decisions in a way that produces positive effects.

This course identifies the qualities and characteristics of effective supervision techniques and compares them with qualities and characteristics of supervision that are considered unsuccessful and undesirable. It will aid the supervisor to create a goal oriented approach to supervision that focuses on effectiveness.

Through a series of lectures, guided discussions and structured activities, this course allows will aid supervisor to identify specific target areas of behaviors and decision making that can greatly influence perceived success or failure.

COURSE OBJECTIVES

Upon completion of this class, the participant will have:

- ◆ Identified five, undesirable characteristics of a supervisor.
- ◆ Identified at least five desirable characteristics of a supervisor.
- ◆ Written an action plan for implementing the information they receive in the course into their own "style" of supervision.

TDOC POLICY

110.05

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

RECOGNIZING MENTAL ILLNESS

1.5 Hours

COURSE DESCRIPTION:

Inmates with mental illnesses usually have normal intelligence. Their problems lie not in their ability to think but in their perception of reality. Whereas the mentally handicapped might be referred to as “slow,” the mentally ill would more likely be referred to as “disturbed.”

This class will begin with a general discussion of mental illness in correctional populations and continue with descriptions of several specific disorders and the management problems they pose in institutions. This class will end with a discussion of depression and suicide—a mental illness and a behavior that may be closely related—and a post-test.

COURSE OBJECTIVES

Upon completion of this class, the participant will be able to:

- ◆ Recognize some of the reasons for the higher incidence of mental disorders in correctional populations than in the general U.S. population.
- ◆ Describe behavioral changes in inmates that could indicate the onset of mental disorders.
- ◆ Identify characteristics of several mental health disorders.
- ◆ Recognize symptoms of suicidal feelings that inmates may exhibit.
- ◆ Identify steps to take when responding to a suicide attempt.
- ◆ Demonstrate understanding of the first five course objectives via a post-test.

TDOC POLICY

110.05

ACA STANDARDS

1-CTA-3A-14

1-CTA-3A-21

AMERICAN RED CROSS STANDARD FIRST AID

In-Service Adult (all categories) 2.5 Hours

Correctional employees face the possibility of having to administer emergency first aid on a daily basis. The purpose of this course is to provide them with the skills and knowledge to accomplish these life saving techniques.

The course covers First Aid topics. This course is designed to prepare participants to respond to emergency situations by utilizing video and skill demonstrations as well as class discussion. The contents of each unit includes: (1) definitions, (2) causes, (3) signs, (4) symptoms, and (5) First Aid care for emergency situations. The course will culminate with a post test and participants who successfully complete all components will be issued ARC First Aid Certification Cards.

COURSE OBJECTIVES

Upon completion of this course, the trainee will be able to identify:

- ◆ The techniques required in performing various first aid procedures.
- ◆ Passed a written test on standard first aid with a minimum score of 80%.

TCA POLICY:

110.05

ACA STANDARD:

3-4050; 3-4051.3-4080,

3-4081, 3-4082

1-CTA-3A-21

TDOC POLICY UPDATE

2.0 Hours

COURSE RATIONALE AND DESCRIPTION

The Tennessee Department of Correction, as is the case with every corrections agency, insures standardized operations through the mechanism of organizational policies and procedures. Knowledge of, and adherence to, these policies and procedures by all of the Department's employees is essential to the safe, secure and efficient, operation of every institution. While it may be impossible to memorize the content of each and every policy, an important component of annual in-service training, is a review of newly-issued critical, high impact policies & procedures as well as any strategic changes in existing policy applications.

This course incorporates a competitive team play game format - testing participant policy knowledge to answer policy & procedure based questions. Correct and incorrect answers will be reviewed by the course instructor in guided group discussions, in order to reinforce participant comprehension and retention of the information presented.

COURSE OBJECTIVES

Upon completion of this class, the participant will be able to:

- ◆ Identify and discuss relevant contemporary policy and procedure issues that impact upon Department/Institution operation.

TDOC POLICY

110.05

ACA STANDARD

4-4084

SELF-DEFENSE

2.0 Hours

COURSE RATIONALE & DESCRIPTION

This course is based on the concepts presented in Verbal Judo. Most confrontations with offenders are verbal and if handled properly by the officer (or other staff) are not likely to escalate into a physical attack. The problem is that we as correctional employees often let our ego, our biases, or personal feelings determine how we respond to a situation. These types of responses are not only unprofessional; they are likely to result in making the situation worse, even resulting in a physical attack. When we resort to these types of responses, it may be said (accurately) that the results are "our own fault."

This course will provide the correctional employee with many valuable verbal "do's and don'ts" during confrontations with inmates.

COURSE OBJECTIVES

- ◆ Identify the benefits of tactical vs. natural language.
- ◆ Identify the % of verbal vs. physical confrontations.
- ◆ Give your probable reaction to several situations.
- ◆ Identify deflection tactics and rationale.
- ◆ Identify 5 ways to overcome communication barriers.
- ◆ Identify 6 attitude indicators that may put you at risk.
- ◆ Name the 3 laws of contact.
- ◆ Identify 7 things never to say to anyone.
- ◆ Name at least 3 things that should be said.

TDOC POLICY

110.05

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

RECOGNIZING HIDDEN DANGERS

2.0 Hours

COURSE RATIONALE & DESCRIPTION

A significant amount of any correctional facility's security effort involves the detection of contraband. Keeping contraband out of a correctional facility is a vital part of protecting the staff, visitors and inmates alike. Since it is the responsibility of every employee to be diligent in this regard, it is imperative that they be kept current on recent trends in contraband concealment methods and detection techniques.

With lecture, graphics, illustration, and guided group discussion, this course will present the employee with photographs that identify cleverly concealed contraband items that do not appear to pose any risk, at first glance. They are in fact "hidden dangers" that each employee should see for themselves and recognize.

COURSE OBJECTIVES

Upon completion of this class, the participant will have:

- ◆ Discussed the importance of detecting contraband
- ◆ Identified concealed contraband items by photograph.
- ◆ Discussed methods and techniques for detecting contraband.

TDOC POLICY

110.05

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

CHARACTER COUNTS

2.0 Hours

COURSE RATIONALE & DESCRIPTION

Correctional ethics focuses on the standards and character required of individuals in positions of authority. Correctional employees explicitly or implicitly promise to judge and act according to the legal and professional standards for the position and agree to be held accountable for those judgments and actions. The responsibility to act with professional and personal ethics is even more important in corrections because correctional employees possess special powers to use force in the performance of their duties. Holding a position of authority, especially in a vital public area such as corrections, enmeshes a person in a web of obligations and dependencies.

Through a series of lecture and guided discussion and decision exercises we will discuss the importance of creating, building and maintaining character and integrity both at work and in our personal life.

COURSE OBJECTIVES

Upon completion of this class, the participant will have:

- ◆ Named the six pillars of character.
- ◆ Defined and discussed individual integrity.
- ◆ Identified and listed unethical behaviors.
- ◆ Identified and listed ways to combat unethical behaviors.

TDOC POLICY

110.05

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

REDIRECTING THE SEASONED EMPLOYEE

1.0 Hour

COURSE RATIONALE & DESCRIPTION

Seasoned employees are often resistant to change. Change means stepping outside of what is comfortable, proven to work, and often times, easy. Change is inevitable and can often be beneficial to an organization. It keeps things current, viable and fresh.

Through a series of lecture, group discussion, and guided activity, this course will offer the employee valuable methods to adapt to change in a positive way.

COURSE OBJECTIVES

Upon completion of this class, the participants will be able to:

- ◆ Identify what brings about and drives change in an organization
- ◆ Explain why some seasoned employees are resistant to change
- ◆ Discuss ways to involve employees in change management

TDOC POLICY

110.05

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

MANAGING YOUR HEALTH

1.0 Hour

COURSE RATIONALE & DESCRIPTION

There is overwhelming evidence that supports the fact that employees that are conscious about their health are happier and more productive in the workplace. The costs associated with employees that live sedentary or high risk lifestyles are astronomical, both to the employee and the employer as well.

This course will provide the employee participant a fundamental approach to healthier lifestyles choices such as regular exercises, healthy diet choices and routine medical check ups.

COURSE OBJECTIVES

Upon completion of this class, the participant will have:

- ◆ Reviewed the six areas of managing health.
- ◆ Given a TESTWELL assessment instrument to evaluate their own health.
- ◆ Reviewed Wellness screenings and EAP benefits offered by TDOC.

TDOC POLICY

110.05

ACA STANDARD

1-CTA-3A-14

1-CTA-3A-21

PROFESSIONAL BOUNDARIES

2.0 Hours

COURSE RATIONALE & DESCRIPTION

Each TDOC employee has the responsibility to establish and maintain appropriate interpersonal relationships with all offenders. Recognizing that every relationship has “boundaries” these relationships should always be appropriate and professional.

This course reviews **TDOC policy 305.03 – “Employee-Offender Relationships.”** While this policy has been covered in numerous training sessions, inappropriate relationships between staff and inmates continues to be a serious problem. Along with previous classes the employee may have attended about this subject, this class purpose is to eliminate the “**I didn’t know**” factor as an excuse for engaging in inappropriate interaction with inmates.

COURSE OBJECTIVES

Upon completion of this class, the participant will be able to:

- ◆ Identify the importance of appropriate and professional relationships with inmates.
- ◆ Name at least 5 interactions with offenders that are always inappropriate.
- ◆ Assess provided scenarios’ for appropriate/inappropriate interactions between staff and inmates.

TDOC POLICY

110.05, 305.03

ACA STANDARD

1-CTA-3A-14
1-CTA-3A-21

PROFILING THE MANIPULATIVE OFFENDER

2.0 Hours

COURSE RATIONALE & DESCRIPTION

All too often we hear or witness employees who have fallen victim to the manipulation of an offender. Many of them are forced to resign their positions or are terminated, and some face serious legal actions as a result. When we hear about it, we just shake our head and wonder “what were they thinking?” “How does this keep happening?”

Every correctional employee must be aware of the methods and techniques of the offender manipulator. They must be armed with the knowledge of how manipulators think and rationalize. How do they pick their “target”? How well are *YOU* protected against this ever present threat?

In this course of instruction, we will take a proactive approach to avoiding such compromising positions. Based in part, on the book, The Art of The Con, by author Lt. Gary Cornelius, we will discuss the art of manipulation, keeping your guard up, who is most vulnerable, and techniques to avoid falling into this serious trap.

COURSE OBJECTIVES

Upon completion of this class, the participant will have:

- ◆ Identified seven principle behaviors of the antisocial criminal.
- ◆ Identified the “C.H.U.M.P.S.” approach to keeping your guard up.
- ◆ Discussed personal methods of avoiding manipulation.

TDOC POLICY

110.05

ACA STANDARD

1-CTA-3A-14
1-CTA-3A-21

TENNESSEE CORRECTION ACADEMY

Week of:

In-Service Core
FY 2008-2009

Hours -16

D A Y 2	Lunch breaks determined by worksite			Total Hrs. - 8
	8:00 - 10:00	Defusing Conflict (2)		
	10:00 -11:00	Workforce Wellness (1)		
	11:00 - 12:30	Re-Directing the Seasoned Employee (1.5)		
	12:30 - 2:30	Professional Boundaries (2)		
	2:30 - 4:00	Recognizing Mental Illness (1.5)		

D A Y 3				Total Hrs. - 8
	8:00 -10:00	TDOC Policy Update (2)		
	10:00 -12:00	Courage and Character (2)		
	12:00 - 2:00	Profiling Manipulative Offenders (2)		
	2:00 - 3:30	Recognizing Hidden Dangers (1.5)		
	3:30 - 4:00	Determining Training Needs/Evaluations (.5)		

TENNESSEE CORRECTION ACADEMY

Week of:

In-Service Corporals
Class #
FY 2008-2009

Hours - 32
Participants:

Monday		Total Hrs. - 10	
Time	Module	Instructor	Location
8:00 - 8:15	Orientation	DiNicola	Aud. School Bldg.
8:15 - 8:45	Pre-Assessment (.5)		
8:45 - 12:00	Firearms Lab (3.25)		
12:00 - 1:00	Lunch		
1:00 - 3:30	What Is Your Style (2.5)		
3:30 - 4:30	Diffusing Conflict (1)		
4:30 - 5:30	Chemical Agents (1)		
5:30 - 6:30	Supper		
6:30 - 8:00	Recognizing Mental Illness (1.5)		

Tuesday		Total Hours - 10	
Time	Module	Instructor	Location
8:00 - 12:00	Firearms Qualification (4)		
12:00 - 1:00	Lunch		
1:00 - 4:00	CPR (3)		
4:00 - 5:30	Drug Free Workplace for Supervisors (1.5)		
5:30 - 6:30	Supper		
6:30 - 8:00	Drug Free Workplace for Supervisors (1.5)		

Wednesday		Total Hours - 8.5	
Time	Module	Instructor	Location
8:00 - 11:00	Developing Team Harmony (3)		
11:00 - 12:00	PREA (1)		
12:00 - 1:00	Lunch		
1:00 - 3:00	Policy Update (2)		
3:00 - 5:30	Self Defense (2.5)		
5:30 - 6:30	Supper		

Thursday		Total Hrs. - 3.5	
Time	Module	Instructor	Location
8:00 - 8:30	Post Assessment (.5)		
8:30 - 9:00	Training Design/Evaluations (.5)		
9:00 - 11:30	First Aid (2.5)		

Cafeteria Serving Line Closes at 6:00 p.m. each night. Please report prior to that time.

TENNESSEE CORRECTION ACADEMY

In-Service Adult Security
Class #
FY 2008-2009

Week of:

Hours - 32
Participants:

Monday (Lunch 12-1) (Supper 5-6)				Total Hrs. - 9
	Time	Module	Instructor	Location
Group A	8:00 - 8:15	Orientation (.25)		Aud. School Bldg.
	8:15 - 8:45	Pre-Assessment (.5)		
	8:45 - 12:00	Firearms Lab (3.25)		
	1:00 - 3:00	STG Update (2)		
	3:00 - 5:00	TDOC Policy Update (2)		
Group B	6:00 - 7:00	Drug Free Workplace (1)		
	8:00 - 8:15	Orientation (.25)		
	8:15 - 8:45	Pre-Assessment (.5)		
	8:45 - 12:00	Firearms Lab (3.25)		
	1:00 - 3:00	TDOC Policy Update (2)		
	3:00 - 5:00	STG Update (2)		
	6:00 - 7:00	Drug Free Workplace (1)		

Tuesday (Lunch 12-1) (Supper 5-6)				Total Hours - 9.5
	Time	Module	Instructor	Location
Group A	8:00 - 12:00	Firearms Qualification (4)		Range
	1:00 - 4:00	CPR (3)		
	4:00 - 5:00	Chemical Agents (1)		
	6:00 - 7:30	Recognizing Mental Illness (1.5)		
Group B	8:00 - 11:00	CPR (3)		
	11:00 - 12:00	Chemical Agents (1)		
	1:00 - 5:00	Firearms Qualification (4)		
	6:00 - 7:30	Recognizing Mental Illness(1.5)		Armory

Wednesday (Lunch 12-1) (Supper 5:30- 6:30)				Total Hours - 8.5
	Time	Module	Instructor	Location
Group A	8:00 - 10:30	E-TOMIS (2.5)		
	10:30 - 12:00	Edison Overview (1.5)		
	1:00 - 3:30	Self Defense (2.5)		
	3:30 - 4:30	Workforce Wellness (1)		
	4:30 - 5:30	PREA (1)		
Group B	8:00 - 10:30	Self Defense (2.5)		
	10:30 - 12:00	Edison Overview (1.5)		
	1:00 - 3:30	E-TOMIS (2.5)		
	3:30 - 4:30	Workforce Wellness (1)		
	4:30 - 5:30	PREA (1)		

Thursday				Total Hrs. - 5
	Time	Module	Instructor	Location
Group A & B	8:00 - 9:30	Managing Workplace Relationships (1.5)		
	9:30 - 10:00	Post Assessment (.5)		
	10:00 - 12:00	First Aid (2)		
	12:00 - 1:00	Lunch		
	1:00 - 1:30	First Aid (.5)		
	1:30 - 2:00	Training Design/Evaluations (.5)		

Cafeteria Serving Line Closes at 6:00 p.m. each night. Please report prior to that time.

TENNESSEE CORRECTION ACADEMY

In-Service Adult Transportation Officers

Class #

FY 2008-2009

Week of:

Hours - 32

Participants:

Monday			Total Hrs. - 10
Time	Module	Instructor	Location
8:00 - 8:15	Orientation		Aud. School Bldg.
8:15 - 8:45	Pre-Assessment (.5)		
8:45 - 12:00	Firearms Lab (3.25)		
12:00 - 1:00	Lunch		
1:00 - 1:30	Glock Lab (.5)		
1:30 - 4:30	Glock Qualification/Tactics (3)		
4:30 - 5:30	Chemical Agents (1)		
5:30 - 6:30	Supper		
6:30 - 8:00	Recognizing Mental Issues (1.5)		

Tuesday			Total Hours - 10
Time	Module	Instructor	Location
8:00 - 12:00	Firearms Qualification (4)		Range
12:00 - 1:00	Lunch		
1:00 - 4:00	CPR (3)		
4:00 - 5:30	Drug Free Workplace for Supervisors (1.5)		
5:30 - 6:30	Supper		
6:30 - 8:00	Drug Free Workplace for Supervisors (1.5)		

Wednesday			Total Hours - 8.5
Time	Module	Instructor	Location
8:00 - 11:00	Defensive Driving (3)		
11:00 - 12:00	PREA (1)		
12:00 - 1:00	Lunch		
1:00 - 3:00	Policy Update (2)		
3:00 - 5:30	Self Defense (2.5)		
5:30 - 6:30	Supper		

Thursday			Total Hrs. - 3.5
Time	Module	Instructor	Location
8:00 - 8:30	Post Assessment (.5)		
8:30 - 9:00	Evaluations (.5)		
9:00 - 11:30	First Aid (2.5)		

Cafeteria Serving Line Closes at 6:00 p.m. each night. Please report prior to that time.

TENNESSEE CORRECTION ACADEMY

Week of:

Hours -32
Participants:

In-Service Children's Services
Managers
Class #
FY 2008-2009

		Total Hrs. - 6.75	
M O N D A Y	12:00 - 12:15	Orientation/Opening Activities (.25)	
	12:15 - 4:15	Safe Crisis Management Update (4)	
	4:30 - 5:30	Supper	
	5:30 - 6:00	HIV/AIDS/Blood Borne Pathogens (.5)	
	6:00 - 7:00	Suicide Precautions /Self Injurious Behavior (1)	
	7:00 - 8:00	Juvenile Rights/Responsibilities (1)	

		Total Hrs. - 10	
T U E S D A Y	8:00 - 12:00	Safe Crisis Management Skills (4)	
	12:00 - 1:00	Lunch	
	1:00 - 5:00	CPR (4)	
	5:00 - 6:00	Supper	
	6:00 - 8:00	Prison Rape Elimination Act (PREA)	

		Total Hrs. - 10	
W E D N E S D A Y	8:00 - 12:00	Safe Crisis Management Practice/Skill Test (4)	Gym
	12:00 - 1:00	Lunch	
	1:00 - 3:30	First Aid (2.5)	
	3:30 - 4:30	Searches/Seizures/Physical Evidence (1)	
	4:30 - 5:00	Supervision of Juveniles(Policy) (.5)	
	5:00 - 6:00	Supper	
	6:00 - 8:00	Engagement/Teaming (2)	

		Total Hrs. - 5.25	
T H U R S D A Y	8:00 -10:30	Group Therapy/Facilitation Skills (2.5)	
	10:30 - 11:30	Communication/Listening Skills (1)	
	11:30 -12:30	Lunch	
	12:30 - 2:00	Mental Health Issues (1.5)	
	2:00 -2:15	Training Needs/Evaluations (.25)	

TENNESSEE CORRECTION ACADEMY

Week of:

Hours -32
Participants:

In-Service Children's Services

Case Managers

Class #

FY 2008-2009

M O N D A Y		Total Hrs. - 6.75	
		12:00 - 12:15	Orientation/Opening Activities (.25)
		12:15 - 4:15	Safe Crisis Management Update (4)
		4:30 - 5:30	Supper
		5:30 - 6:00	HIV/AIDS/Blood Borne Pathogens (.5)
		6:00 - 7:00	Suicide Precautions /Self Injurious Behavior (1)
		7:00 - 8:00	Juvenile Rights/Responsibilities (1)

T U E S D A Y		Total Hrs. - 10	
		8:00 - 12:00	Safe Crisis Management Skills (4)
		12:00 - 1:00	Lunch
		1:00 - 5:00	CPR (4)
		5:00 - 6:00	Supper
		6:00 - 8:00	Prison Rape Elimination Act (PREA)

W E D N E S D A Y		Total Hrs. - 10	
		8:00 - 12:00	Safe Crisis Management Practice/Skill Test (4)
		12:00 - 1:00	Lunch
		1:00 - 3:30	First Aid (2.5)
		3:30 - 4:30	Searches/Seizures/Physical Evidence (1)
		4:30 - 5:00	Supervision of Juveniles(Policy) (.5)
		5:00 - 6:00	Supper
		6:00 - 8:00	Engagement/Teaming (2)

T H U R S D A Y		Total Hrs. - 5.25	
		8:00 -10:30	Group Therapy/Facilitation Skills (2.5)
		10:30 - 11:30	Communication/Listening Skills (1)
		11:30 -12:30	Lunch
		12:30 - 2:00	Mental Health Issues (1.5)
		2:00 -2:15	Training Needs/Evaluations (.25)

TENNESSEE CORRECTION ACADEMY

Week of:

Hours -32
Participants:

In-Service Children's Services Officers
Class #
FY 2008-2009

M O N D A Y		Total Hrs. - 6.75	
		12:00 - 12:15	Orientation/Opening Activities (.25)
		12:15 - 4:15	Safe Crisis Management Update (4)
		4:30 - 5:30	Supper
		5:30 - 6:00	HIV/AIDS/Blood Borne Pathogens (.5)
		6:00 - 7:00	Suicide Precautions /Self Injurious Behavior (1)
		7:00 - 8:00	Juvenile Rights/Responsibilities (1)

T U E S D A Y		Total Hrs. - 10	
		8:00 - 12:00	Safe Crisis Management Skills (4)
		12:00 - 1:00	Lunch
		1:00 - 5:00	CPR (4)
		5:00 - 6:00	Supper
		6:00 - 8:00	Prison Rape Elimination Act (PREA)

W E D N E S D A Y		Total Hrs. - 10	
		8:00 - 12:00	Safe Crisis Management Practice/Skill Test (4)
		12:00 - 1:00	Lunch
		1:00 - 3:30	First Aid (2.5)
		3:30 - 4:30	Searches/Seizures/Physical Evidence (1)
		4:30 - 5:00	Supervision of Juveniles(Policy) (.5)
		5:00 - 6:00	Supper
		6:00 - 8:00	Documentation/Report Writing (2)

T H U R S D A Y		Total Hrs. - 5.25	
		8:00 -10:30	Interpersonal Relationships (2.5)
		10:30 - 11:30	Communication Skills/Listening(1)
		11:30 -12:30	Lunch
		12:30 - 2:00	Mental Health Issues(1.5)
		2:00 -2:15	Training Needs/Evaluations (.25)

TENNESSEE CORRECTION ACADEMY

Week of:

Hours -32
Participants:

In-Service Children's Services Transportation Officers

Class #

FY 2008-2009

M O N D A Y	Total Hrs. - 6.75		
	12:00 - 12:15	Orientation/Opening Activities (.25)	
	12:15 - 4:15	Safe Crisis Management Update (4)	
	4:30 - 5:30	Supper	
	5:30 - 6:00	HIV/AIDS/Blood Borne Pathogens (.5)	
	6:00 - 7:00	Suicide Precautions /Self Injurious Behavior (1)	
	7:00 - 8:00	Cultural Competency (1)	

T U E S D A Y	Total Hrs. - 10		
	8:00 - 12:00	Safe Crisis Management Skills (4)	
	12:00 - 1:00	Lunch	
	1:00 - 5:00	CPR (4)	
	5:00 - 6:00	Supper	
	6:00 - 8:00	Prison Rape Elimination Act (PREA)	

W E D N E S D A Y	Total Hrs. - 10		
	8:00 - 12:00	Safe Crisis Management Practice/Skill Test (4)	Gym
	12:00 - 1:00	Lunch	
	1:00 - 3:30	First Aid (2.5)	
	3:30 - 4:30	Transporting Special Needs Students (1)	
	4:30 - 5:00	Supervision of Juveniles(Policy) (.5)	
	5:00 - 6:00	Supper	
	6:00 - 8:00	Security Threat Groups (2)	

T H U R S D A Y	Total Hrs. - 5.25		
	8:00 -10:00	Search and Restraint (2)	
	10:00 - 11:00	Regional Transportation Policies (1)	
	11:00 - 12:00	Lunch	
	12:00 - 2:00	Ethics and Professionalism (2)	
	2:00 -2:15	Training Needs/Evaluations (.25)	

